

Berkeley Graduate Division

Welcome to Berkeley

The Graduate Division serves more than 10,000 students in over 100 graduate degree programs. We are here to help you from the time you are admitted until you complete your graduate program.

While your department is often your first stop for information, we help guide you along the path to your degree. We are your partners for an array of academic, personal, and professional support services that are key to the everyday well-being and life-long successes of Berkeley students. Welcome!



Office of the Dean of the Graduate Division

424 Sproul Hall, 510-642-5472
Email: graddean@berkeley.edu

Fiona M. Doyle is the Donald H. McLaughlin Professor of Mineral Engineering in the Department of Materials Science & Engineering. She began serving as the Dean of the Graduate Division in January 2015. As chief advocate for graduate education and research at Berkeley, she works with the Graduate Council of the Academic Senate on policies to sustain the world-renowned excellence of more than 100 graduate programs. The Dean collaborates with campus faculty and staff to build diverse sources of financial, academic, career, and life-balance support for Berkeley's doctoral and master's students.

The Graduate Dean is assisted in strategic planning, problem-solving, and communications with campus constituencies by members of the faculty who serve part-time as Associate Deans.



Susan J. Muller, a professor of Chemical and Biomolecular Engineering, has served as Associate Dean 2007-2010 and 2013-present. She oversees graduate student support, including fellowships, awards, grants, student employment (academic appointments), and programs for graduate student parents. She oversees the annual mentoring awards and represents the Division in supporting the campus's diversity, equity, and inclusion initiatives.

How We Get the Word Out

The Graduate Division keeps in touch with the graduate community throughout the year. Our Communications and Events staff help keep you informed and up to date.

510-643-7358 • Email: gradpub@berkeley.edu
grad.berkeley.edu/about-us/publications

Electronic Publications

Entering students are encouraged to download **A Guide for New Graduate Students: Where to Begin** at <http://bit.ly/1Gi7Whn> to get a detailed overview to help you get started.

Our website, grad.berkeley.edu is the central online resource for all graduate students. Look there for information about upcoming deadlines, fellowships, campus employment, developing professional skills, balancing your work/life priorities, filing your thesis or dissertation, and preparing for future careers. You can also find **GradNews archived here**. Friend us on **Facebook** and follow us on **Twitter!**

Our monthly electronic newsletter, **GradNews**, is sent to the email address you've given the Registrar. Links take you to illustrated articles on the web. **GradNews** brings you useful facts, helpful tips, and announcements vital to all Berkeley graduate students, including fellowships opportunities, policy matters that affect you, and news of interest about grad students, grad alumni, and faculty. Check out the past issues at grad.berkeley.edu/category/news.

Events and Lectures

The Graduate Division hosts the New Graduate Student Orientation, the Distinguished Graduate Fellows Reception, GSI Awards Ceremonies, and Mentoring Awards Ceremonies. Graduate students are encouraged to attend our public lectures series which bring prominent scholars from around the world to speak at the **Berkeley Graduate Lectures** and the **Tanner Lectures on Human Values**.

510-643-7413 • Email: lectures@berkeley.edu • gradlectures.berkeley.edu
tannerlectures.berkeley.edu



GRADUATE STUDENT SERVICES

318 Sproul Hall, Berkeley, CA 94720-5900

The Graduate Student Services staff are the friendly and knowledgeable people who track your progress from the time you apply to Berkeley until you receive your degree. We coordinate with staff and faculty in your academic program to get things done for you!

Admissions staff are the first point of contact for applicants. We advise applicants, faculty, and departments on policy and procedures for gaining admission to graduate study at Berkeley.

510-642-7405 • Email: gradadm@berkeley.edu

grad.berkeley.edu/admissions/apply

Appointments staff help students become employed with staff and academic titles such as Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, and Tutor. We monitor student eligibility for fee and tuition remission and ensure compliance with mandatory policies.

510-642-7101 • Email: gradappt@berkeley.edu

grad.berkeley.edu/financial/graduate-student-employment

Degrees staff monitor your progress from registration to graduation. You will find procedures, forms, and applications are on our web pages. After consulting staff in your home department, you can drop in or schedule an appointment to discuss specific academic concerns such as the qualifying exam, advancement to candidacy, filing fee, probation, and readmission. Master's theses and doctoral dissertations are filed in our office.

510-642-7330 • Email: degrees@berkeley.edu

grad.berkeley.edu/academic-progress/advising and

grad.berkeley.edu/academic-progress

Fellowships staff help you fund your graduate education. We administer university- and federally-funded fellowships, foundation and corporate awards, departmentally restricted awards

and departmental block grants. Our web pages list fellowships, awards, and other financial aid links.

510-642-0672 • Email: gradfell@berkeley.edu

grad.berkeley.edu/financial/fellowships

Graduate Diversity Program staff help recruit and mentor students who enrich the diversity of graduate programs on campus. We link students to networks for academic and social support; provide personal, confidential advising; and share strategies for academic success, including post-graduate planning.

327 Sproul Hall, Berkeley, CA 94720-5900

510-643-6010 • Email: grad.diversity@berkeley.edu

diversity.berkeley.edu/graduate/gdp

The American Indian Graduate Program (AIGP) staff promote the inclusion and success of American Indians and Alaska Natives in graduate education at Berkeley.

597 Barrows Hall, Berkeley, CA 94720-5900

510-642-3228 • Email: aigp@berkeley.edu

diversity.berkeley.edu/graduate/aigp

The Graduate Student Community Coordinator serves as a conduit to the social, health and wellness needs of the graduate student body by collaborating with the Graduate Assembly, University Health Services, Student Parent Center, CalAdventures, BIO, and other campus units to support student well-being and cultivate community among Berkeley's graduate and professional students.

510-642-4071 • Email: gradlife@berkeley.edu

FINANCING YOUR EDUCATION

It's wise to begin applying for funding at the same time that you apply for admission to graduate studies. At Berkeley, your application for admission is simultaneously your application for funding — but don't stop there. Keep seeking opportunities throughout your graduate career. Be sure to build in sufficient time to complete each application's requirements (including time for third-party references or nominations), so that you meet every deadline.

University Fellowships and Grants

Multi-year fellowships (for two or more years) usually cover tuition and fees, with a stipend for living expenses. Students are nominated by their academic departments and selected by faculty committees

One-year fellowships are often for specific phases of graduate study. Students should consult their academic programs and apply directly for fellowships for:

- Research
- Internship
- Mentorship
- Dissertation writing

Grants are usually for expenses related to specific projects. Students should apply directly for grants for:

- Travel
- Summer research
- Language study
- Professional development
- Conference attendance

Sources: grad.berkeley.edu/financial/fellowships

Also be sure to search your academic department's websites and other online resources.

External Fellowships and Grants include portable awards from the National Science Foundation and other government agencies, as well as private sources. Search the websites and publications of:

- Federal agencies and foundations
- Professional associations and journals in your field of interest
- Reference books, such as The Annual Register of Grant Support
- Online sources, such as fastweb.com and finaid.org

Campus Academic Employment

Students typically work during part of their studies in campus academic appointments as:

- Graduate Student Instructors
- Readers
- Graduate Student Researchers
- Tutors

These appointments provide skills training, preparation for future careers, and salaries. Depending on the percentage of time, they may also cover tuition and fees. For more information, see the Campus Employment section at grad.berkeley.edu/students.

Graduate Division Services & Resources

grad.berkeley.edu

GRADUATE PROFESSIONAL SERVICES (GPS)

Berkeley's master's and doctoral degree candidates have varied needs for professional development as they explore their future directions. Graduate Professional Services (GPS) points the way to a wide range of resources that can enable students to develop the skills and experiences crucial to success in whatever careers they choose.

GPS collaborates with campus partners to develop tools and offer activities so that graduate students can formulate professional development goals, carry them out, and build an array of flexible skills that prepare them for multiple career pathways.

Every graduate student is encouraged to learn more about GPS and our professional development services.

- **Guide to Graduate Student Professional Development** will identify skills to develop and steps to take each semester to strengthen those skills. Visit grad.berkeley.edu/gps/guide.
- **Berkeley Individual Development Plan** will help you record your planning and track your progress. See grad.berkeley.edu/gps/idp.
- **GPS online calendar** features workshops, conferences, talks, and other events sponsored by GPS and our campus partners, that aim to build skills for various careers. See grad.berkeley.edu/gps/calendar.
- **GradNews**, sent by email monthly, includes notices of upcoming events, news, and features relevant to career preparation. Visit grad.berkeley.edu/category/news.

309 Sproul Hall, Berkeley, CA 94720-5900
Email: gradpro@berkeley.edu
grad.berkeley.edu/gps

Campus Emergency Loans

Any registered student may apply for an emergency loan, interest-free if repaid within 60 days (with a small processing fee). The maximum loan amount is set each semester by the Financial Aid & Scholarships Office and is subject to change without notice. (In 2014-15, the maximum was \$775.) For more information, see financialaid.berkeley.edu/short-term-emergency-loan.

Federal Loans

The **Financial Aid & Scholarships Office** administers Federal Direct Loans, several smaller federal loan programs, and the Federal Work-Study Program. Graduate students who are U.S. Citizens or permanent residents can usually borrow what they need to cover the difference between their academic year budget (tuition, fees, and living expenses) and merit-based awards and other available resources.

For detailed information on how and when to apply for loans, how funds are disbursed, and important links, see the **Graduate Award Guide** at financialaid.berkeley.edu/graduate-award-guide.

If you still have questions after visiting the website, you can submit questions at studentcentral.berkeley.edu/open-case. Be sure to include your student ID number and make sure your email address and phone number are correct in **Bear Facts**.

Graduate Student Instructor (GSI)

Teaching & Resource Center staff provide pedagogical support, guidance, and confidential consultations for new and continuing Graduate Student Instructors. Offerings include:

- fall and spring teaching conferences, and ongoing workshops on teaching
- the online course, Professional Standards and Ethics in Teaching
- an annual seminar for faculty on teaching with GSIs
- grants and awards for GSIs and for faculty mentors
- the Language Proficiency Program for international GSIs
- a Certificate of Teaching and Learning in Higher Education
- electronic resources, including the Teaching Guide for GSIs and award-winning teaching ideas by Berkeley GSIs.

301 Sproul Hall, Berkeley, CA 94720-5900
510-642-4456 • Email: gsi@berkeley.edu
gsi.berkeley.edu

Graduate Writing Center staff offer workshops and courses to help you develop the writing skills necessary to complete your graduate degree and prepare for future careers. Offerings include workshops on academic writing (grant writing, thesis/dissertation writing, etc.), writing groups, and confidential consultations.

307 Sproul Hall, Berkeley, CA 94720-5900
510-643-9392 • Email: szs@berkeley.edu
grad.berkeley.edu/gps/writing

GPS PARTNERS

The **Career Center** offers services for graduate students including confidential appointments with Ph.D. career counselors, workshops on the academic job search and expanded professional options for graduate students, an M.S./Ph.D. Career Fair, employer information sessions, and the annual Ph.D. Career Colloquium.

2440 Bancroft Way
510-642-1716
career.berkeley.edu/Phds/Phds

The **Beyond Academia** organization is a career education conference and network created by and for Ph.D. students and postdoctoral scholars who are considering careers outside of academia or are simply interested in learning about the many career options available to Ph.D.s. Conference attendees hear from, and interact with, panels of successful and creative professionals; workshops and networking events allow for discussion in an informal setting. The annual event is planned and organized entirely by Berkeley graduate students and postdocs.

beyondacademia.org

The **Visiting Scholars & Postdoc Affairs Program** coordinates various career networking opportunities open to postdocs and graduate students at Berkeley. Staff offer programs and services to help meet the educational needs and career interests of postdoctoral scholars and to foster a robust postdoctoral community.

44 Barrows Hall
510-643-9681 • Email: vspa@berkeley.edu
vspa.berkeley.edu

Campus Services and Resources

Berkeley International Office provides expertise to international students and scholars through advising, immigration services, advocacy, and programming for the Berkeley campus community.

2299 Piedmont Avenue, MC 2321
Phone: 510-642-2818

internationaloffice.berkeley.edu

Berkeley Parents Network Created by Berkeley graduate students in 1993, this is an independent, free, volunteer-run online community for Bay Area parents. You can subscribe to email newsletters that provide parent-to-parent advice and local recommendations on such topics as childcare, pediatricians, schools, and more.

parents.berkeley.edu

Cal Student Central This multi-service unit, which includes the Financial Aid & Scholarships Office, assists students with registration and enrollment, billings and payments, and federal and emergency loans.

120 Sproul Hall • 510-664-9181

studentcentral.berkeley.edu

Disabled Students' Program provides disability related classroom and academic accommodations for students with disabilities. Staff advise about special aid, scholarships, and vocational rehabilitation benefits. Student grants are available for disability-related assistive technology.

260 Cesar Chavez Student Ctr., MC 4250
Phone: 510-642-0518/TTY: 510-642-6376/
FAX: 510-643-9686

dsp.berkeley.edu

Early Childhood Education Program

(ECEP) offers space for children (ages 3 mos. to 5 yrs.) of student parents. A high quality curriculum coupled with experienced and passionate teachers creates a nurturing and supportive environment for Berkeley's youngest students. ECEP's goal is to help student parents balance school, work, and family. A number of spaces are reserved for the children of student parents, and subsidies are available to qualified parents. Enrollment is limited; apply as early as possible.

2339 Haste Street • Phone: 510-642-1827

ece.berkeley.edu/students

Gender Equity Resource Center

provides support and services for women, and lesbian, gay, bisexual, transgender and queer (LGBTQ) students, as well as advocacy, support, and education on sexual and

relationship violence and hate crimes.

202 Cesar Chavez Student Ctr., MC 2440
Phone: 510-642-4786

geneq.berkeley.edu

Graduate Assembly (GA) This official campus student government provides resources and advocacy for the graduate students at Berkeley. The Delegate Assembly is the legislative and authorizing body, composed of representatives from all graduate academic units, departments and schools. The GA funds graduate student groups, collaborates with the administration, and launches independent projects that support graduate student communities.

Anthony Hall, MC 4500

Phone: 510-642-2175 • ga.berkeley.edu

Housing options for graduate students include University-owned and -operated (including University Village for families), group housing co-operatives, and off-campus rental housing. Web pages guide you through the choices, housing2.berkeley.edu/graduate. Most grad students live in off-campus housing. Berkeley's **Cal Rentals** office can assist you with finding rentals.

Phone: 510-642-3644

Email: calrentals@berkeley.edu
och.berkeley.edu

Library Services

The Berkeley Library offers world class collections and resources in more than 20 subject-based libraries on campus. Access the list of Electronic Resources (databases) by subject, type and title on the Library web site. To learn about services that support your teaching and research and for the contact information for your department's library liaison, visit:

lib.berkeley.edu/information/graduate-students

Ombuds Office for Students and Postdoctoral Appointees

This is a neutral, confidential resource for informal conflict resolution with a campus-related issue or concern. The Ombudsperson will listen to your concerns, serve as a sounding board, discuss your options with you, and help you get a new perspective so you can determine the next steps to take.

510-642-5754

sa.berkeley.edu/ombuds

UNIVERSITY HEALTH SERVICES

2222 Bancroft Way • 510-642-2000 • uhs.berkeley.edu



UHS provides comprehensive medical, mental health, and health promotion services to Berkeley students, as well as limited services to other eligible groups. Services are designed to minimize the impacts of illness, emotional distress, or injury on studies and work. The facility is fully accredited, staffed by board-certified physicians, nurse practitioners, physician assistants, a nutritionist, and nurses.

Students can use medical services just as they would their regular doctor's office and urgent care center, whether or not they are enrolled in the Student Health Insurance Plan (SHIP). To start your care at UHS, see **Go Tang Guide to Getting Started at Tang**.

Spouses, domestic partners, and other eligible non-students may use some UHS services on a fee-for-service basis. Verify eligibility by calling the main phone number.

Workshops for Graduate and Undergraduate Students

- Managing Stress, Anxiety & Depression
- Exploring Majors/Careers as an International Student
- Mindfulness for Stress Reduction & Resilience
- Focus for Success
- Managing Social Anxiety
- Mindfulness Meditation
- Managing Emotions Skills

Counseling & Psychological Services (CPS) Graduate Student Groups

- From Self-Criticism to Kindness
- Graduate Women's Support
- Queer Womyn of Color Support
- Grief & Loss Support
- Graduate Men's Support
- Understanding Self and Others

All groups begin in late September or early October. Call to register 510-642-9494

uhs.berkeley.edu/students/counseling

Residency Cheat Sheet

10 things graduate students need to know about California residence for purposes of tuition and fees.

1 The University of California Regulations for Residency Purposes of Tuition and Fees *differ* from those of other California public post-secondary institutions. They also differ from Admissions and Financial Aid regulations.

3 The term “California resident for purposes of tuition and fees” comes from the University’s residence regulations and *differs* from other definitions of California residence. For example, a person who is a California resident for tax or voting purposes will not necessarily be a resident for purposes of tuition and fees. Admissions and Financial Aid definitions of resident also differ. They do not confer residence for purposes of tuition and fees.

5 In order to establish residence in California for purposes of tuition and fees, **you must have the legal ability to establish a permanent domicile in the United States**, meaning you must be a citizen or permanent resident of the United States or hold a valid, qualifying nonimmigrant visa.

7 **It is your burden to prove, by clear and convincing evidence, that you have satisfied all applicable UC residence requirements.** Financial hardship cannot be considered in evaluating whether you are able to qualify for California residence for purposes of tuition and fees.

9 You normally cannot establish California residence for purposes of tuition and fees while maintaining legal ties to another state or country (e.g. state tax liability, driver’s license, voter’s or vehicle registration). Further, if you have moved to California primarily to attend UC Berkeley, you are here for educational purposes and are not eligible for a resident classification for purposes of tuition and fees.

2 Upon admittance to the University of California, **you must first complete a Statement of Intent to Register.** However, your resident or nonresident classification is determined for purposes of tuition and fees *only after* you have completed and submitted a Statement of Legal Residence to the campus Residence Deputy.

4 You *do not* become a resident for purposes of tuition and fees simply by living in California for 366 days or more, even if you are in a Master’s or PhD program. **The length of time you attend UC Berkeley or live in California is not the sole determining factor of residence.**

6 Graduate students over the age of 24 by Dec. 31 of the year resident classification is sought are presumed to be financially independent. Graduate students under the age of 24 whose parents qualify as California residents under UC residence regulations *do not* have to verify that they are financially independent. Graduate students whose parents are not CA residents must demonstrate that they were not claimed as dependents for the most recent two calendar years prior to the term for which a resident classification is sought. Graduate students who are graduate student instructors, teaching or research assistants, or teaching associates employed at 49% time or more (or awarded the equivalent in University-administered funds, e.g. grants, stipends, fellowships) in the term for which resident classification is sought may be exempt from the financial independence requirement.

8 The UC residence regulations require that you prove **all of the following:**

- 1) at least 366 days of physical presence in California,
- 2) concurrent intent to permanently remain in the state
- 3) financial independence.

10 This is only a summary of the main UC regulations for California residence for purposes of tuition and fees. **Please access the UC Residency Policy for details (ucop.edu/residency) or contact the Residence Affairs Unit at UC Berkeley.**

Residency FAQs

What is MyResidency?

MyResidency is an online portal (or.berkeley.edu/myresidency) where students can view their checklist, upload supporting documentation, and view letters from the Residence Affairs Unit. Make sure to check MyResidency often if you're petitioning for residency for purposes of tuition and fees.

What should I do once I arrive?

- ◆ **Document your presence in the state** as soon as you arrive. Save airline tickets or bank/credit card statements showing you were physically present in California one year prior to the beginning of the term for which you are seeking resident classification.
- ◆ **Establish a California driver's license or state identification card** within 10 days of arrival. Surrender all out-of-state driver's license and identification
- ◆ **Establish a California residence** in which you keep your permanent belongings.
- ◆ **Register your vehicles(s) in California** within 20 days of arriving. Also, register to vote and vote in California elections.
- ◆ **Pay California income taxes as a resident** on all taxable income earned after your arrival and file California resident or part-year resident tax returns. File nonresident or part-year resident out-of-state tax returns if you have out-of-state taxable income prior to arriving in California.
- ◆ **Designate and use a California address** as your permanent address on all records (school, employment, tax forms, military, bank accounts etc.).

What about non-academic periods?

Remaining in California during non-academic periods is a strong indicator of your intent to make California your home. You'll be required to document that you were physically present in the state for at least 2 of the 3 months during the summer previous to the term you are petitioning for residency. Other non-academic periods will not be an issue

if you provide strong indicators of intent. If you must leave the state for academic-related reasons (such as research), you may be required to provide proof of your whereabouts. Please contact the Residence Affairs Unit for more questions.

Q I graduated from a California high school. Do I qualify for any exemptions?

A You may be eligible for an exemption if you:

- ◆ have attended a high school in California for 3 or more years, and
- ◆ have graduated from a California high school or attained the equivalent thereof, and
- ◆ not be a nonimmigrant (e.g. students holding an F-1 or J-1 visa)

If you believe that you are eligible for this exemption, you will be required to complete and submit an Application and Affidavit, and your official high school transcript.

Q How long does it take to receive an answer once I submit all of my documents?

A Students usually receive a classification notice in 2 to 3 weeks.

My petition was denied. Can I appeal?

You have the opportunity to appeal to the UCOP Office of the General Counsel (OGC). You must do so in writing to OGC within 30 days of the date of your nonresident letter. Information regarding how to appeal can be found at: http://ucop.edu/general-counsel/_files/ed-affairs/uc-residency-instructions-appeal-form.pdf

Have a question?

Contact us at:
orres@berkeley.edu or 510.642.7209

Did you know?

If you are determined to be a non-resident but want to submit a Statement of Legal Residence for a subsequent term, you must file the online form for that term in BearFacts. Just make sure to check the deadlines page at: registrar.berkeley.edu/registrar/deadline.html.

Surviving and Thriving in Graduate School

A) Beginning Your Studies:

1. How are your financial needs going to be met? Will you be supported with fellowships, Graduate Student Research or Graduate Student Instructor or Reader positions, loans, or will you have an outside job? It's good to ascertain, if possible, how you will be able to finance your graduate study for the duration of your stay at Cal. Ask your department or advisor if they can provide financial support if you did not receive a fellowship. You will probably need to keep applying for fellowships during the duration of your graduate studies to augment current support or limited time fellowships. For more fellowship information, go to: http://grad.berkeley.edu/financial/fellowships_resources.shtml
2. Given the goals of your intended degree, know the coursework required as well as other requirements (including particulars of prelim/master's qualifying exams) to complete the degree. Find out the normative time to complete the degree. Find out what it takes to enter the Ph.D. program if you've been admitted to the MS/MA degree and would like to continue. Find out if you need 1 or 2 minors and what the limitations are.
3. Meet with a Diversity Officer if the department/division has one, and also speak with current students, supportive faculty, and the Graduate Student Affairs Officer (GSAO) about what courses to take. If possible, avoid professors who have reputations for being non-supportive to students during your first semester. Adjusting to graduate school is difficult enough without having to contend with these kinds of difficulties.
4. Attend the Department orientations at the beginning of the school year. They can be very informative.

B) Your First Semester:

1. It is important to do well during your first semester (3.5+ GPA) if you can, so the *type* of courses you select, and the *number* of courses you select, have to be carefully thought out. You don't want to overload your first semester but you also want to show you're cut out for the program. Consult with your diversity officer, faculty advisor, graduate assistant, or current graduate students for advice. Consider taking a seminar, or 299/601 units to lessen the load.
2. If you're planning on pursuing the Ph.D., and have to take either a prelim/Master's exam, ask around about good classes to take to help prepare you. The graduate students and faculty usually know these answers. There may also be old exams to study from.
3. Learn what your weaknesses are, or where you have limited knowledge and take the proper courses to rectify. (Note, this may encompass taking an undergraduate class--possibly more than one.) This is being strategic about insuring your graduate school success.
4. During the first semester begin speaking with professors and their graduate students about their research to see if you are interested in working with that particular professor for your research project. Look up the professor's work on the web and read a couple of their publications before you speak with them.
5. Focus on your intellectual passions, the topic you're really excited about. This is your driving force and will propel you to greater happiness in grad school. Hopefully you'll find a match of your intellectual passion and what you're good at. Graduate students are the chief innovators of invention and thought on this campus. They often inspire their very own research advisors!

C) During the First Year:

1. If you have any difficulty with midterms or final exams, see the professor to discuss how you did and what you can do to improve and learn from your mistakes.
2. Try to have a research project picked out by the end of the first semester or the beginning of the second semester. (This may not pertain to all departments.) If you will be working with human subjects, make sure to fill out an application with the Office for the Protection of Human Subjects at least 3 months prior to your research. Go to: <http://cphs.berkeley.edu/> for more information.
3. If taking prelims/Master's exams, anticipate studying a significant amount of time (20-30 hrs per week) to prepare. Try to get copies of old tests (some depts. provide them), and have study partners. Try not to prepare for this test alone. Also, find out how many chances you get to take the prelim/MS exam.
4. When choosing a research advisor, look for a match of the advisor's research/project, personality, his or her support and **most importantly, belief in you.** This is very important to your happiness and success at Berkeley. You may also need a co-advisor if your research bridges the expertise of your primary advisor. Make sure to communicate well with both advisors.

5. Have an agenda when you meet with your advisor. This way you get all your questions answered and issues covered.

D) Continuing On:

1. Make sure you meet regularly with your diversity officer, the Graduate Diversity Program Director, or someone you can trust to bounce off ideas. Join student groups for other kinds of support. Berkeley has many different student groups. Go to the Graduate Assembly to get the current list of graduate student social groups. They are a great organization. <https://ga.berkeley.edu/>
2. Don't isolate yourself from the department. Go to social functions, retreats, serve on committees, and so on. Form groups to co-support each other—especially if you're learning theory, taking exams, or writing your thesis/dissertation.
3. When conducting your research, make sure you put in the time required (or more), work hard, consistently, independently, but also as a team player. Don't be afraid to be innovative and creative in your thoughts. Sometimes the best innovations occur by accident. Learn new data or language programs as necessary. Do supplemental reading if you think it will help you. Don't be afraid to make a mistake. Some of the best innovations occur from people taking risks, making errors, and learning from them.
4. Make sure you get a desk/office space once you've got a research advisor.
5. Go to conferences and present your research. Have your advisor see your paper before you present it. Do an excellent job when presenting your work. Graduate students presenting a paper can apply for funding from the Graduate Division. To apply for conference travel details, go to: <https://tango.berkeley.edu/applicant/app/start>.
6. Learn to write grant proposals to fund your work. This is good preparation for funding your work in the future and very important for pursuing life in academia and elsewhere.
7. If applicable, begin writing up your results in conjunction with your advisor for publication in research journals. It is very impressive to have publications as a graduate student. These are looked upon as an indicator of your future potential.
8. Prepare for your oral/qualifying examination. Know your subject area(s) and your research project well. Understand how and why things work. Professors on your exam committee will be testing you on conceptual understanding of the material, and may ask you about specific books/ topics/ journal articles. Be prepared to speak well about the research you're undertaking for your dissertation.
9. Conduct practice sessions for your qualifying exam with a team of graduate students or sympathetic faculty, so you become adept at answering questions orally. Do this several times until you are comfortable with this process. (Note: taking an oral exam is very different than taking a written one—practice is essential.) Find out the particulars of your qualifying exam, as it varies by department. Practicing ahead of time is very important to passing oral exams.

E) The Dissertation:

1. Seek a dissertation fellowship, if available, the year prior to your final year. This frees your time to write. It's much harder to try to work and write your dissertation.
2. Put yourself on a timeline to finish. Get buy-in from your advisor regarding this so that you both agree on the timeline.
3. Anticipate delays. Machines break down, things often don't work as planned. Be patient but persistent.
4. Be nice to the GSAO in your department. It can make a world of a difference in how pleasant your graduate school experience goes.
5. Work one day at a time. Try not to look too far ahead. Tell yourself to do work today *for* today.
6. Consider joining a dissertation support group. These can help keep you on track and motivated.
7. Have fun; play an intramural sport, start a new hobby. We have fabulous hiking trails in the hills, and an amazing Cal Recreational Sports Program. Find a sense of community whether on or off campus.

F) Planning Beyond:

1. Before your last year, think about what kind of job you want or where you'd like to teach so that you can begin preparing for the job market. Berkeley has great advisors and workshops for graduate students at the Career Center.
2. If pursuing an academic position, you'll need a C.V. (curriculum vitae), an application letter, a statement of research interests and future research plans, a statement of teaching interests, and teaching evaluations. You should be able to give a one hour lecture on a topic related to your research. Academic interviews often take at least a day. Consider signing up for the Grad Division Summer Institute to learn more about applying to a faculty position. For more information, please visit: http://gsi.berkeley.edu/conf_wkshop/SummerInstituteGuidelines.html
3. Make sure you find a mentor to help you through the tenure/new professor process if possible. Or, if you fail to find one, stay in contact with your former advisor. You may also have contacts in other schools to speak with. Try to stay in touch with your fellow alums in case you need to help each other in some way.
4. Post-docs may also be an appropriate undertaking in some departments. Consider applying to both post-docs and teaching jobs to maximize your options.

Enjoy your time at Cal!

Appointments Resources for Graduate Students

Academic Year 2015 - 2016

Graduate Student Academic Appointments such as **Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader and Tutor appointments** have extensive policy and compliance issues that can be quite complex for a new incoming student to absorb. To assist graduate students in navigating through and understanding the complexities surrounding these academic titles, below is a list of web links to useful information regarding graduate student academic appointments.

- ◆ **Graduate Student Instructor Teaching & Resource Center** • <http://gsi.berkeley.edu>
Provides information on the *Language Proficiency Program for International GSI's*, *Teaching Conferences for first-time GSI's*, *GSI Professional Standards & Ethics Online Course*, *300-level semester-long pedagogical seminar on teaching* and many more resources for new and continuing GSIs.
- ◆ **New ASE Orientation Information** (Human Resources/Labor Relations)
<http://hrweb.berkeley.edu/labor/contracts/BX/orientation-dates>
- ◆ **GSI, GSR, Reader or Tutor Guide** • <http://grad.berkeley.edu/financial/graduate-student-employment/guide/>
Provides information to resources for finding a graduate student academic appointment as well as full descriptions of each of the academic titles above including qualifications and restrictions
- ◆ **Fee Remissions** • <http://grad.berkeley.edu/financial/fee-remissions/>
Describes how fee remission is determined, the definition of the different types of fee remission as well as qualifications and restrictions.
- ◆ **Guide to Graduate Policy, Refer to Section H: Academic Appointments** • <http://grad.berkeley.edu/policy/>

RELATED RESOURCES

Academic Calendars (Office of the Registrar)
<http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current>

Fees & Tuition (Office of the Registrar)
<http://registrar.berkeley.edu/Default.aspx?PageID=feesched.html>

Union Contract Information (Human Resources/Labor Relations)
<http://hrweb.berkeley.edu/labor>

Academic Student Employee Job Opportunities (Human Resources/Labor Relations)
<http://hrweb.berkeley.edu/labor/contracts/BX/job-opportunities>

Bear Facts (Student Systems Information Services & Technology)
<https://bearfacts.berkeley.edu/bearfacts/>

For more information contact
Appointments Office
Email: gradappt@berkeley.edu
Tel: (510) 642-7101

GRADUATE WRITING CENTER

GRADUATE DIVISION, UNIVERSITY OF CALIFORNIA, BERKELEY

The Graduate Writing Center assists graduate students in the development of academic skills necessary to successfully complete their graduate programs and prepare for future faculty and professional positions. This unit offers workshops on topics such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication, in addition to writing groups and individual consultations on these topics for graduate students.

ACADEMIC PUBLISHING WORKSHOPS

How to Get Published: A Workshop on Academic Publishing. This two-hour workshop covers the basics of academic publishing. Topics to be discussed include the following: revising a dissertation for publication; approaching publishers; submitting articles to journals or to anthologies; formulating a second book project.

ACADEMIC WRITING AND EDITING COURSES, GROUPS, AND WORKSHOPS

Academic Writing: Grants, Papers, and Publications. What exactly is academic writing? As a scholar, there are a variety of forms in which you will write about your research, e.g., grant proposals, short papers, longer seminar papers, articles, book reviews, and dissertation chapters. How do you learn these different genres? How do you learn the skills necessary to become a successful academic writer? These are some of the questions that will be addressed in this workshop.

Academic Writing Group. The purpose of the academic writing group is to provide graduate students with information on how to write about their academic research and how to improve their writing styles and skills.

Academic Writing Group for International Students. The purpose of this academic writing group is the same as the one above but it is geared to non-native speakers of English.

Editing and Revising Writing Workshop. This workshop covers the following topics: 1) how a professional editor works with a manuscript; 2) how one can use the techniques of an editor to revise one's own writing; and 3) how one can diagnose and avoid common writing errors and weaknesses. The goal of this workshop is to enable one to step back and use the skills of a professional editor to revise and improve one's own writing.

Graduate Student Professional Development Program (GSPDP) 320: Academic Writing for Graduate Students. This two-unit course is offered every spring semester. It provides graduate students with formal instruction in the genres and mechanics of academic writing at the graduate and professorial level.

Scientific and Technical Writing Workshop. This workshop provides an introduction to effective scientific and technical writing.

DISSERTATION-WRITING WORKSHOPS AND GROUPS

Dissertation Writing: What You Should Know BEFORE You Start. There are many things you can do now to prepare for the most challenging task of completing your graduate program: writing the thesis or dissertation. Whether you are a first-year student or getting ready to take your candidacy exams, how you approach your current academic work may greatly facilitate your writing later. This workshop will focus on how to start developing strategies now that will lead to the successful completion of your graduate career.

Dissertation-Writing Workshop: Strategies and Pitfalls. This workshop focuses on the basic strategies of successfully writing a doctoral dissertation. It covers both strategies for organizing a large research project and for writing up the results of that project.

Dissertation-Writing Group. The dissertation-writing group provides ongoing support to graduate students who are in the process of writing their dissertations. This writing group meets for two hours once a week throughout the semester.

GRANT-WRITING WORKSHOPS

How to Write an Academic Grant Proposal. This introductory two-hour workshop provides an overview of the grant-writing process, highlighting the most important elements and procedures.

Applying for a Fulbright-IIE Grant. This workshop for undergraduate and graduate student applicants will provide an introduction to the application process for the Fulbright-IIE grant. Students are encouraged to bring their own copies of the Fulbright application to the workshop. This workshop is offered in conjunction with the Graduate Fellowships Office.

A Workshop for Undergraduates Applying for a Fulbright-IIE Grant. This workshop is geared for undergraduates who will be applying for Fulbright-IIE grants this fall. We will go over the various stages of applying for a Fulbright-IIE grant and discuss the preparations students should begin now in order to turn in a competitive application in the fall.

GRANT-WRITING WORKSHOPS (CONTINUED FROM OTHER SIDE)

How to Write a Grant Proposal for Dissertation Funding. This more advanced workshop is geared for students who will be applying for dissertation funding and subsequently writing longer grant proposal essays. Some familiarity with grant writing is preferred.

Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) Program Fellowship Workshop. This workshop will provide an introduction to the Fulbright-Hays DDRA program, and it is offered in conjunction with the Graduate Fellowships Office.

Other presentations have included the following: Demystifying the Grant Process—Grant Writing in the Sciences; National Science Foundation Graduate Research Fellowship Workshop; Social Science Research Council Funding Workshop; and Jacob K. Javits Fellowship Program Competition.

HUMAN SUBJECTS RESEARCH WORKSHOPS

Human Subjects Research: What is it? How do you navigate through the IRB process? This is a two-part workshop series for graduate students presented in conjunction with the Office for the Protection of Human Subjects. Workshop I (Fundamentals of Human Subjects Research) covers the basics of human subjects research; Workshop II (Navigating the Institutional Review Board Process) covers the nuts and bolts of submitting a research protocol to the Office for the Protection of Human Subjects.

LITERATURE REVIEW WORKSHOPS

How to Research and Write a Literature Review in the Humanities and Social Sciences. This workshop covers two aspects of literature reviews for those in the humanities and social sciences: 1) how to conduct the literature search and 2) how to subsequently write up the results of that review.

How to Research and Write a Literature Review in the Sciences and Engineering. This workshop covers two aspects of literature reviews for those in the sciences and engineering: 1) how to conduct the literature search and 2) how to subsequently write up the results of that review.

MENTORING COURSE AND WORKSHOP

Graduate Student Professional Development Program (GSPDP) 301: Mentoring in Higher Education. This one-unit course, team-taught by the Director of the Graduate Writing Center and the Director of the GSI Teaching & Resource Center, is offered every spring semester. It will introduce graduate students to the role of mentoring in U.S. higher education and help guide graduate students as they mentor undergraduates at Berkeley, work in the context of a mentoring relationship with their graduate advisers, and prepare for the mentoring they will do in future academic and nonacademic careers.

Strategies and Skills for Mentoring: A Workshop for Graduate Students. This workshop, offered in collaboration with the Graduate Student Instructor (GSI) Teaching and Resource Center, assists graduate students in establishing and working within the context of mentoring relationships with faculty. It also provides graduate students with strategies and skills that they will need in mentoring undergraduates here at Berkeley and preparing for the mentoring they will do in future academic careers.

STUDENT MENTORING & RESEARCH TEAMS (SMART) PROGRAM

The Student Mentoring and Research Teams (SMART) Program engages doctoral students in creating mentored research opportunities for undergraduate students at UC Berkeley. This program is designed to broaden the professional development of doctoral candidates and to foster research skills and paths to advanced studies for undergraduates. The SMART Program is offered by the Graduate Writing Center in conjunction with the GSI Teaching & Resource Center. For information about the SMART Program, go to <http://smart.berkeley.edu/>.

SUMMER INSTITUTE FOR PREPARING FUTURE FACULTY

The Graduate Writing Center, in collaboration with the **GSI Teaching and Resource Center**, offers a six-week summer institute for approximately forty graduate students who are preparing for future academic positions. Institute Fellows enroll in the core course, “From Graduate Student to Faculty Member,” and one elective, either “Developing a Teaching Portfolio” or “Editing, Academic Writing, and Academic Publishing.” For information about the 2015 Summer Institute for Preparing Future Faculty, go to <http://gsi.berkeley.edu/programs-services/workshops-seminars-institutes/summer-institute/>.

PRESENTATIONS TO DEPARTMENTS

Presentations to departments on any of the above topics are available upon request.

For more information regarding workshops, writing groups, departmental presentations, or individual consultations, please contact Sabrina Soracco, Director, Graduate Writing Center, 307 Sproul Hall (as of 9-8-15), (510) 643-9392, szs@berkeley.edu.

Graduate Student Instructor TEACHING & RESOURCE CENTER

The Graduate Student Instructor (GSI) Teaching and Resource Center is an academic unit in the Graduate Division that prepares graduate students for the teaching they will do at Berkeley and the teaching they may do in future careers. The Center also works with faculty and departments in their role of providing GSIs mentorship in teaching. Please contact us at gsi@berkeley.edu or 642-4456, or stop by the Center, located in 301 Sproul Hall, if you need assistance.

Programs and Services

TEACHING CONFERENCES

The Center sponsors a teaching conference each semester to prepare new GSIs for teaching. The fall conference consists of two full days. The first day addresses teaching in the U.S. Classroom and is geared to international GSIs; the second day provides intensive teaching preparation for all new GSIs, domestic and international. The spring conference offers a full day of teaching preparation for new GSIs.

WORKSHOPS • SEMINARS • COURSES

Workshops on Teaching

Our workshops focus on issues of particular interest to GSIs and are offered throughout the semester. Recent workshop topics have included teaching critical reading; using group work and other active learning strategies; assessing teaching and learning; developing statements of teaching philosophy; and designing courses and course syllabi.

Professional Standards and Ethics in Teaching

This online course, required of all new GSIs, provides instruction on the following topics: Promoting Learning through Diversity: The Inclusive Classroom; Teaching Students with Disabilities; Creating an Educational Environment Free of Sexual Harassment; Fostering Academic Integrity; and GSI Professional Responsibilities and Ethics. Berkeley GSIs, faculty, students, and staff may enroll in and take the course by going to our website.

GSI Teaching & Resource Center

Graduate Division

University of California, Berkeley

301 Sproul Hall #5900

Berkeley, CA 94720-5900

510/642-4456

gsi@berkeley.edu

gsi.berkeley.edu

Hours: 9:00 a.m. to noon/1:00 to 4:00 p.m.

Faculty Seminar on Teaching with GSIs

The Center conducts an annual three-afternoon *Faculty Seminar on Teaching with GSIs* for a small group of faculty. This seminar focuses on how to teach effectively with GSIs and how to enhance faculty-GSI collaboration.

Summer Institute for Preparing Future Faculty

The Center, in collaboration with Graduate Division Academic Services, offers a six-week summer institute for approximately 40 graduate students who are preparing for future academic positions.

Institute Fellows enroll in the core course, “From Graduate Student to Faculty Member,” and one elective, either “Editing, Academic Writing, and Academic Publishing,” or “Developing a Teaching Portfolio.”

Graduate Student Professional Development (GSPDP) Courses

The Center offers credit-bearing, academic courses for graduate students on the topics of *Teaching and Learning in Higher Education (GSPDP 375)*, *Mentoring in Higher Education (GSPDP 301)*, and *Reading and Composition Pedagogy for GSIs (GSPDP 302)*. These courses are listed in the University’s online schedule of classes.

CONSULTATIONS

Consultations with experienced Teaching Consultants are available to individual GSIs, faculty mentors of GSIs, and departments. Video consultations and classroom observations are also available to GSIs who would like to be taped or observed in the classroom and receive feedback on their teaching. All consultations are confidential and are designed to assist GSIs in their development as teachers.

Teaching and the Academic Job Search

Consultations are also available to graduate students seeking academic positions who would like feedback on statements of teaching philosophy and teaching portfolios and assistance in preparing a teaching demonstration for an on-campus job interview.

GRANTS

Course Improvement Grants

These grants provide funding for GSIs who wish to incorporate special projects into their teaching to

increase student learning. Grants have been used to provide stipends for guest speakers, purchase nonstandard course materials, and fund museum or theater visits.

Departmental Grants

These grants provide support for departmental programs that prepare GSIs for teaching. Grants are typically used to establish or enhance 300-level pedagogy seminars, to support a video consultation program for GSI teaching development, or to prepare or revise handbooks and other pedagogical materials. Grants may also be used to enhance the effectiveness of sections in large courses. Further information and application forms can be found at gsi.berkeley.edu.

AWARDS

Outstanding Graduate Student Instructor Award

This award gives campuswide recognition to those GSIs who have demonstrated excellence in teaching. Recipients are presented with certificates of distinction at a spring ceremony that honors them for their outstanding contributions to the educational mission of the University.

Teaching Effectiveness Award

This award recognizes and rewards GSIs who devise solutions to teaching or learning problems they have identified in their classes. Teaching Effectiveness Award essays are published on the GSI Teaching and Resource Center's website.

Faculty Award for Outstanding Mentorship of GSIs

The Center also sponsors the *Faculty Award for Outstanding Mentorship of GSIs*. Statements of mentoring philosophy written by award recipients are posted on the Center's website.

CERTIFICATE OF TEACHING AND LEARNING IN HIGHER EDUCATION

The Center's newest program is its *Certificate of Teaching and Learning in Higher Education* launched in Fall 2012. Certificate requirements include: participation in the Teaching Conference for First-Time GSIs; successful completion of an approved 300-level course on pedagogy in the relevant discipline; successful completion of the GSI Professional Standards and Ethics in Teaching Online Course; participation in six Workshops on Teaching; at least two semesters of teaching as a GSI at Berkeley; classroom observation by a faculty mentor using approved guidelines; development of a course syllabus; use of mid-semester teaching evaluations; creation of a Teaching Portfolio.

Graduate Students who begin teaching in Fall 2012 or after may enroll in the certificate program. For more information, see the Center's website: gsi.berkeley.edu

LANGUAGE PROFICIENCY PROGRAM

The *Language Proficiency Program* provides testing of oral English proficiency and a course (Lan Pro 100A) for prospective GSIs who do not speak English as a native language. All courses combine in-class work, videotaping of teaching, and individual or small-group tutorials.

The Center also offers individual consultations once an international GSI (IGSI) has begun to teach.

LIBRARY

Books, articles, videos, DVDs, and other reference materials that address both practical and theoretical issues in teaching are available in the Center's library and can be checked out for short-term use.

WEB SITE

Our website gsi.berkeley.edu offers a rich array of resources to assist GSIs in their teaching and to support faculty in their role of mentoring GSIs.

Materials include our *Teaching Guide for GSIs*, information on grants and awards, *Teaching Effectiveness Award* essays, *Language Proficiency Program* information, and program and event information.

Materials and speaker presentations from our *How Students Learn* initiative can also be found on our website.



SHIP Benefits for Berkeley Students

Fall 2015: August 15, 2015 – January 14, 2016

This flier provides general benefits information for UC Berkeley students enrolled in SHIP. Please refer to the SHIP Benefits Booklet (available online) for a complete description of benefits, exclusions and limitations, and members' rights and responsibilities. For more information, visit <http://uhs.berkeley.edu/ship> or call (510) 642-5700.

Important - Please Note:

- The plan premium is billed to UC Berkeley students' CARS accounts each semester. The rates for the 2015-2016 academic year are \$1290/semester for undergraduates and \$1877/semester for graduate students. The **plan year** is from August 15 through August 14.
- Don't get stuck with the bill. Remember, all care must begin at University Health Services–Tang Center (UHS). All services obtained outside of UHS, except for emergency room care and Urgent Care, must be authorized by the Student Health Insurance Office in order to ensure payment for services. Students are covered worldwide for emergencies and other authorized care.**
- There is a \$300 per plan year deductible** for some services outside of UHS (identified with an asterisk "*"). Once the deductible has been satisfied, SHIP benefits begin. Medical and mental health office visits, emergency room visits, urgent care center visits and prescriptions are not subject to the annual deductible.
- Co-insurance:** Except where noted below, services received from providers or facilities in the Aetna Student Health Network are reimbursed at 90% of the Network rate. If services are obtained from providers or facilities that are not in the Network, claims will be paid at 60% of the non-Network rate (maximum allowed rate); save money by selecting in-network providers.
- Payment:** For services provided at UHS, SHIP members pay the portion for which they are responsible at the time of service or bill to CARS. UHS files a claim with SHIP for the remainder of charges. For authorized services outside of UHS, the provider or patient submits itemized bills to Aetna Student Health.
- SHIP has no maximum medical benefit caps.
- Download an electronic copy of your ID card at: <http://bit.ly/aetnaberkeley>

NURSE LINE ASSISTANCE

- Weekday UHS Advice Nurse:** During weekday hours, students can call the UHS Advice Nurse line to speak with one of our nurses by calling (510)643-7197 or secure messaging via patient portal: <https://etang.berkeley.edu>.
- SHIP After Hours Nurseline:** 24/7 access to Aetna nurseline by calling (800) 681-4065.

INPATIENT HOSPITAL SERVICES *Including Medical Services, Mental Health, and Maternity Services *deductible*

Semi-Private Room*	Pays 90% Aetna Student Health Network rates, 60% of non-Network rates
Lab Tests, X-rays, Imaging*	Pays 90% Aetna Student Health Network rates, 60% of non-Network rates
General supplies*	Pays 90% Aetna Student Health Network rates, 60% of non-Network rates
Nursing services*	Pays 90% Aetna Student Health Network rates, 60% of non-Network rates
Medication*	Pays 90% Aetna Student Health Network rates, 60% of non-Network rates
Physicians & Specialists*	Pays 90% Aetna Student Health Network rates, 60% of non-Network rates

- Inpatient hospital services are subject to the \$300 deductible.
- Inpatient hospital care in connection with childbirth will be covered for at least 48 hours following a normal delivery (96 hours following a cesarean section).
- Newborns are covered for the first 31 days from date of birth at 90% in network, or 60% non-network.

EMERGENCY ROOM SERVICES *Authorization not required*

Emergency Room	Pays 100% after \$100 co-pay (co-pay waived if admitted) of Aetna Student Health Network rates for treatment provided within 72 hours for injuries or sudden and serious illness, as determined by Aetna. Includes facility and professional services. Ancillary services, such as x-rays, blood tests, etc. are covered at 90%.
Emergency Room—Attending Physicians	Pays 100% of Aetna Student Health Network rate or 60% of non-Network rate. All follow-up care must be authorized in advance by the Student Health Insurance Office.

*subject to deductible

OUTPATIENT SERVICES

Medical Office Visits	At UHS: \$15 co-pay for Primary Care and Specialists Outside of UHS (A referral by a UHS Clinician is required BEFORE seeking services outside of Tang or your claims will be denied): Pays 100% after \$15 co-pay for primary care and specialty care from Aetna Student Health Network providers, not subject to the deductible. Plan pays 60%* of the allowable non-Network rates.
Adult Preventative Services	Select adult preventative services at UHS (including routine mammograms, Pap smears & prostate cancer screenings as determined necessary by your provider) covered at 100%. One per plan year.
Mental Health—Office Visits and Outpatient Services	At UHS: After five free counseling visits, \$15 visit fee; psychiatry \$15 visit fee. Outside of UHS (A referral by a UHS Clinician is required BEFORE seeking services outside of Tang or your claims will be denied): Pays 100% after \$15 co-pay for Aetna Student Health Network providers, plan pays 60% of non-Network rates. Outpatient Services*: Pays 90% of Aetna Student Health Network rates, or 60% of non-Network rates.
Lab Tests, Imaging, X-rays	At UHS: Pays 90% of UHS fees Outside of UHS* (A referral by a UHS Clinician is required BEFORE seeking services outside of Tang or your claims will be denied): Pays 90% of Aetna Student Health Network rates, or 60% of non-Network rates.
Prescription Drugs	Prescriptions filled at the UHS-Tang Center Pharmacy or outside UHS at participating pharmacies have a co-pay of \$5 for generic, \$25 for brand name medications (30-day supply), and \$40 for “non formulary” items. Birth control covered at 100% (some conditions apply). Prescription medications are not subject to the deductible.
Acupuncture	Pays 100% after \$15 co-pay (deductible waived). A referral by a UHS Clinician is required BEFORE seeking services outside of Tang or your claims will be denied.
Allergy Testing & Injections	At UHS: Pays 90% of UHS fees. UHS does not provide allergy testing onsite. Outside of UHS*: Pays 90% of Aetna Student Health Network rates, or 60% of non-Network rates.
Ambulance - Ground	Pays 90% of customary and reasonable charges if the patient receives emergency treatment or is hospitalized.
Ambulance - Air	Pays 100% of customary and reasonable charges if patient receives emergency treatment or is hospitalized. Air ambulance is arranged through “On Call” at (866) 525-1956.
Chiropractic Services	Pays 100% after \$15 copayment (deductible waived) A referral by a UHS Clinician is required BEFORE seeking services outside of Tang or your claims will be denied.
Dental Injury	Pays 90% of provider’s billed amount.
Durable Medical Equipment	Pays 90%* of Aetna Student Health Network rates, or 60%* of non-Network rates of rental or purchase of medical equipment and supplies that are ordered by a Physician and are of no further use when medical need ends, when obtained from a durable medical equipment supplier, including rental or purchase of diabetic equipment and supplies (excluding insulin).
Immunizations <i>routine immunizations are recommended to be administered at UHS</i>	Pays 100% of UHS fees or Aetna Student Health Network rates, or 60% of non-Network rates, for the following immunizations: Diphtheria/Tetanus/ Pertussis, Measles, Mumps and Rubella; Meningococcal; Varicella; Influenza; Hepatitis A and Hepatitis B; Pneumococcal; Polio; and Human Papillomavirus. All other immunizations covered at 90% of UHS or Aetna Student Health Network rates or 60% of non-Network rates.
Maternity, Prenatal Care, Abortion	Prenatal: \$15 co-pay (deductible waived) for first visit; 100% covered for subsequent visits in-network. Maternity*: 90% in-Network; 60% non-Network. Abortion*: 90% in-Network; 60% non-Network.
Physical/Speech/Occupational Therapy	\$15 co-pay (deductible waived) for services at UHS or with an Aetna Student Health Network provider. Pays 60%* for non-Network provider. A referral by a UHS Clinician is required BEFORE seeking services outside of Tang or your claims will be denied.
Podiatric Services	Pays 90%* Aetna Student Health Network rates, or 60%* of non-Network rate. A referral by a UHS Clinician is required BEFORE seeking services outside of Tang or your claims will be denied.
Skilled Nursing Facility	Pays 90%* of Aetna Network rates, or 60%* of non-Network rates.

*subject to deductible

For a complete list of SHIP benefits, limitations and exclusions, visit <http://uhs.berkeley.edu/ship>.

Know the Resources for Grad Students at Counseling and Psychological Services (CPS)



Want to manage your stress more effectively? Struggling with your advisor?
Feeling like an Imposter? Isolated? Worried about a friend?

Don't wait until a crisis!

Counseling

Counseling and Psychological Services (CPS) offers short term counseling for academic, career and personal issues. There is no charge to get started, and all registered students can access services regardless of insurance. Professional counselors are available at the Tang Center, as well as at several satellite offices. For graduate students who do not want to run into the undergraduates they teach, satellite offices might best serve your needs.

Individual and Couples

- To get started or to determine whether counseling is right for you, call (510) 642-9494 or stop by the Tang Center.
- Many students benefit from just one or a few sessions of counseling. If you need longer term counseling or specialized services, we can help connect you with community mental health providers that work with your insurance plan.
- Psychiatric medication can be helpful for some emotional difficulties. Students can get referrals to a psychiatrist from a CPS counselor or from their primary care provider.
- For couples counseling, only one partner needs to be a registered student.
- A maximum of up to eight sessions is offered per academic year. The first five sessions are offered at no charge.

Groups

- CPS offers group counseling specific to graduate student needs
- Skills groups for managing stress, anxiety, and depression
- Support groups for both Graduate Women and Graduate Men

Crises

uhs.berkeley.edu/home/emergency.shtml

- Crisis drop-in is available at Tang Monday-Friday from 10am-5pm.
- For urgent concerns after hours, call the After Hours assistance line (855) 817-5667 to speak to a counselor.

Consultation

If you are unsure how to help a friend or an undergraduate you teach, phone consultations are available at CPS to help support and guide you.

Hours

Check the website for most accurate office hours.
Crisis Drop-In Hours: Monday-Friday 10am-5pm
After Hours Assistance Line: (855) 817-5667

Self-Help Resources

uhs.berkeley.edu/students/counseling/selfhelp.shtml

- Anonymous Screenings for Mental Health
- Dealing with Stress in Graduate School
- Information on depression and what to do if you or others are depressed (includes "Just in Case" phone app)
- Guide to helping a distressed undergraduate student
- Online training: Depression Awareness and Suicide Prevention

Satellite Offices

Boalt Law School – 362 Boalt Hall
Bowditch Annex – 2311 Bowditch St.
College of Engineering – 241 Bechtel
College of Environmental Design – 220 Wurster
Disabled Students Program – 487 Evans Hall
Haas School of Business – Room F408
International House – 2299 Piedmont Ave, Room 315
Incentive Awards Program – Room 337, 2610 Channing
Residential Life – Room 333, 2610 Channing Way
Undocumented Student Program – 112 Cesar Chavez

Call (510) 642-9494 for more information and counselor availability.

August 2015



COUNSELING + PSYCHOLOGICAL SERVICES
2222 Bancroft Way, 3rd Floor, Berkeley, CA 94720
uhs.berkeley.edu/students/counseling
(510) 642-9494

Berkeley
UNIVERSITY OF CALIFORNIA

UNIVERSITY HEALTH SERVICES
Tang Center

BERKELEY FAMILY HOUSING

About half of Berkeley's graduate student parents live in university housing at University Village in nearby Albany. Over 900 family housing units are available for student families (undergraduate and graduate), from one-bedroom/one-bath to three-bedroom/two-bath apartments. As wait-lists are common, register your interest as early as possible, even before arriving on campus.

Phone: (510) 642-4109

Email: apts@berkeley.edu

housing2.berkeley.edu/universityvillage

NETWORKS

STUDENT PARENT CENTER

Student Parent Programs provides information, child care referrals, problem-solving counseling, and advocacy for the needs of student parents. It offers a central, cheerful, inviting space for student parents who need to be on campus with their children, a relaxing area for nursing, opportunities to network with other student parents, and access to computers and kitchen facilities.

100 Cesar Chavez Student Center

Phone: (510) 643-5729

Email: studentparents@berkeley.edu

studentparents.berkeley.edu

GRADUATE ASSEMBLY (GA)

The graduate student government sponsors programs to support graduate student parents.

ga.berkeley.edu/projects/gspa

BERKELEY PARENTS NETWORK

Created by UC Berkeley graduate students in 1993, this independent, free, volunteer-run online community offers parent-to-parent advice and local referrals via email newsletters, on childcare, pediatricians, schools, and much more. To subscribe to the newsletters, visit:

parents.berkeley.edu



QUESTIONS?

The Graduate Division is here to help. After consulting your departmental Graduate Student Advisor, and checking out these resources, if you have more questions or need assistance, contact:

The Office of the Dean of the Graduate Division

424 Sproul Hall
Berkeley, CA 94720-5900
Phone: (510) 642-5472

grad.berkeley.edu

August 2015



FAMILIES MATTER

A Resource Guide for Graduate Student Parents

About one in ten of Berkeley's graduate population is a student parent. UC Berkeley recognizes that a family-friendly academic culture is essential to the success and well-being of all students, faculty, and staff. The University is committed to supporting policies, programs, and services to help graduate student parents meet their family care obligations while they pursue their academic goals.

This brochure offers an overview of resources to help graduate students balance academic and family responsibilities.

grad.berkeley.edu/students

ACADEMIC POLICIES

The Graduate Council of the Academic Senate supports academic accommodations for graduate students with substantial parenting responsibilities, including (when applicable) extension of time for academic milestones.

grad.berkeley.edu/policy/degrees-policy/#f51-graduate-council-student-parent-policies

CHILD CARE

THE EARLY CHILDHOOD EDUCATION PROGRAM (ECEP)

ECEP offers spaces for children (3 months to 5 years) of student parents. A high quality curriculum coupled with experienced and passionate teachers creates a nurturing and supportive environment for UC Berkeley's youngest students. ECEP's goal is to help student parents balance school, work, and family. We reserve a number of spaces for the children of student parents, and provide subsidies to qualified parents. To qualify for a reserved space or subsidy, one parent must be a registered UC Berkeley student. Enrollment is limited and cannot be guaranteed, so apply as early as possible.

2339 Haste Street
Phone: (510) 642-1827
Email: ecep@berkeley.edu
ece.berkeley.edu

EMERGENCY BACK-UP CHILD CARE

Parents who are currently registered UCB students are eligible for up to 60 hours per year of highly-subsidized back-up child care from a leading nationwide provider of care services (on a first-come, first-served basis). This back-up program helps student parents when their regular child care arrangements are unavailable and they need to attend to academic responsibilities on campus, at home, or away.

backupchildcare.berkeley.edu



UNIVERSITY HEALTH SERVICES (UHS)

INSURANCE ADVICE FOR STUDENTS WITH DEPENDENTS

University Health Services (UHS) can help you learn about, and get connected to, health coverage for your family. Families have a choice of health insurance plans, including marketplace exchange plans (federal and state such as Covered California), individual commercial insurance plans, publicly supported plans, and non-profit community-based plans. Contact the free Student Insurance Helpline provided by the insurance broker.

(800) 853-5899

uhs.berkeley.edu/students/insurance/InsuranceHelpline.shtml

BREASTFEEDING SUPPORT PROGRAM

The Health*Matters program of University Health Services sponsors lactation rooms at more than a half-dozen locations on campus and offers information and classes on breastfeeding, discounts on personal electric breast pumps, and supportive counseling.

University Health Services, Tang Center
2222 Bancroft Way, 3rd floor, Phone: (510) 643-4646
Email: hmatters@uhs.berkeley.edu

uhs.berkeley.edu/facstaff/healthmatters/breastfeeding.shtml

FINANCIAL AID

GRADUATE STUDENT PARENT GRANT

Registered graduate student parents (single or married) with dependent children may apply for a need-based award funded by the Graduate Division. This grant may be used for expenses such as housing, dependent health insurance, child care, and/or fee and tuition costs. For more information and applications, see:

grad.berkeley.edu/financial/families

CHILDBIRTH ACCOMMODATION FUNDING

Women doctoral students in good academic standing who hold a fellowship or GSI or GSR appointment, and who expect to give birth during the Fall or Spring semesters, can be excused from regular duties for a period of six weeks without loss of financial support. For more information and application, see:

grad.berkeley.edu/wp-content/uploads/childbirth_accommodation_form.pdf

REIMBURSEMENT PROGRAM FOR GRADUATE STUDENT RESEARCHERS

Reimbursement for child care expenses is available to eligible GSRs for expenses incurred during the regular academic terms (Fall and Spring semesters) and Summer Session appointments. For more information, see link to application at:

grad.berkeley.edu/financial/families

REIMBURSEMENT PROGRAM FOR ACADEMIC STUDENT EMPLOYEES (GSIs, READERS, TUTORS)

Reimbursement for child care expenses is available to eligible Academic Student Employees (ASEs) as governed by the current UAW contract.

ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html

FAMILY-RELATED ASE CONTRACT POLICIES

Academic Student Employees (ASEs) are eligible for certain parental leave policies governed by the UAW contract.

ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html



*Our Mission:
To improve the lives of University of California,
Berkeley graduate students and
foster a vibrant, inclusive
graduate student community*

The Graduate Assembly is the official representative body of graduate and professional students at the University of California, Berkeley. The fundamental principles of the Graduate Assembly (the GA) are the promotion of a vibrant student social life, inclusiveness, progressive activism, community service, educational improvement, and professional development. In service to these principles, the Graduate Assembly advocates for students, funds student groups, and sponsors a variety of projects.

GOVERNANCE

Delegate Assembly

Delegate representatives come from all academic units, departments, and schools. The GA holds monthly Delegate meetings to discuss campus issues impacting graduate students and create advocacy initiatives to improve the overall graduate student experience.

Executive Board

Composed of eight elected Officers, the Board meets weekly to coordinate advocacy and carry out various initiatives as directed by the Delegates.

Assembly Committees

Delegates sit on various committees, chaired by elected GA Officers, which guide the internal and external operations of the GA.

Campus Committees

Graduate students serve on 70+ campus committees with other students, faculty, and administrators. Critical campus decision-making takes place in committees, making graduate student representatives a vital avenue for student input and representation.

COMMUNITY

Student Groups

Each year, the GA dedicates one-third of its annual budget to support the funding needs of graduate student groups. The GA funds student groups and student publications, in addition to providing space for events. The GA also offers travel awards for students presenting research at professional and student conferences.

Projects

The GA provides resources, advocacy, and programming for UC Berkeley's diverse graduate population through independent projects, each coordinated by a graduate student. See reverse for more information about the GA's nine projects.

Campus-Wide Events

The GA Projects regularly hold events that invite participation from graduate students from all parts of campus. Popular events include the Empowering Women of Color Conference and the Graduate Social Club's Bay Cruise, held in the spring.

ADVOCACY

Advocacy Agenda

Each year, the Delegate Assembly selects an advocacy agenda to guide major advocacy efforts for that year. As a starting point for developing an agenda, the GA conducts a campus-wide student status survey each year. The 2014-2015 survey identified housing affordability as a major issue for graduate students.

Multi-Level Approach

The GA represents the interests of graduate students on campus and in the community at the city, state, and federal levels.

Multi-Pronged Approach

The GA coordinates advocacy in multiple spaces and through many avenues. Delegates advocate in their departments and in the wider campus community as a part of working groups and committees. Officers meet regularly with high-level campus administrators and UC officials to advocate for graduate student interests. Project Directors advocate on campus and in the community for various stakeholder groups.

EASY WAYS TO GET INVOLVED NOW

1 Subscribe

Stay apprised of GA events and other happenings by joining the GA's mailing list at ga.berkeley.edu, following us on Facebook at facebook.com/BerkeleyGA, and following The Berkeley Graduate on Twitter at twitter.com/theberkeleygrad.

2 Speak Up

Come to our first Delegate Assembly meeting on September 10; make your voice heard during public comment at an Assembly meeting or at a weekly Executive Board meeting; communicate with your department's GA Delegate; or meet new colleagues during an upcoming Project event.

3 Participate

Put your passion to work by joining a GA Project and getting involved in events and advocacy on campus and in the community; get involved with your department's student government or consider becoming a Delegate.

PROJECTS

The Graduate Assembly provides resources, advocacy, and programming to Berkeley's diverse graduate population through nine independent projects, each coordinated by a Berkeley graduate student. For more information, visit ga.berkeley.edu/projects.

Graduate Student Parent Advocacy

Advocates for student parents and develops programs to support their academic and personal success. Helps ensure that all Graduate Assembly meetings are family-friendly.

Graduate Student Wellness

Addresses issues that can affect the well-being of graduate students, such as issues of comprehensive health, mental health, and wellness services; financial and tax literacy; and funding opportunities.

Graduate Minority Students Project

Advocates for underrepresented graduate students in all aspects of academic life. Provides direct services to underrepresented graduate students through social receptions, lectures, workshops, and educational forums.

Graduate Minority Outreach, Recruitment, and Retention

Engages with underrepresented minority students across all departments, focusing on issues of admission, retention, and matriculation.

Graduate Social Club

Organizes and facilitates social interactions between graduate students from all campus departments. Hosts one large event each semester as well as monthly mixers and other social events.

Graduate Women's Project

Advocates for graduate women, addressing intersecting concerns including racial and ethnic justice; class inequality; disability and access issues; as well as queer, trans, and gender non-conforming expression.

The Berkeley Graduate

Informs and inspires students by publishing a news website that connects students with the campus-wide community and the work, activities, and issues important to graduate students.

Queer and Transgender Advocacy

Seeks to improve the experiences of queer and transgender graduate students through advocacy and programming that addresses specific needs and concerns of the community.

Women of Color Initiative

Advocates for and organizes events to support and engage graduate women of color. Coordinates the annual Empowering Women of Color Conference, which recently celebrated its 30th anniversary.

SAVE THE DATE

SEPTEMBER DELEGATE ASSEMBLY MEETING

THURSDAY, SEPTEMBER 10

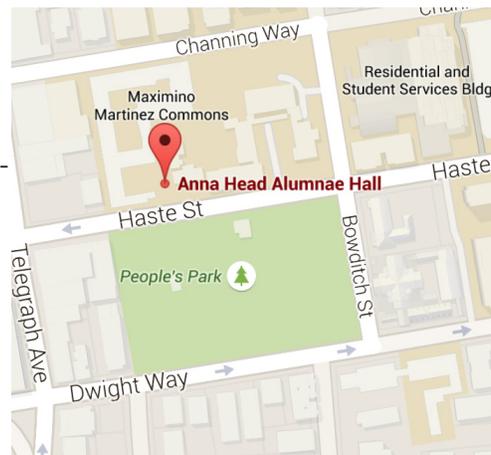
ANNA HEAD ALUMNAE HALL, BERKELEY

5:30-9:00 PM

Come for dinner at 5:00 PM

Public comment: 5:30-5:40 PM

Agenda will be available at:
ga.berkeley.edu/delegates/assembly-meeting-materials/



2015-2016 OFFICERS

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Sustainability Officer

Daniel Wooten
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The Graduate Minority Student Project (GMSP)

Advocates for underrepresented graduate students and provides them direct services.

Save the Dates!

Join us at the following events for grad students of color this school year:

9•25•15 – Graduate Minority Student Welcome/Back! 3-7pm, Alumni House

Come get re/acquainted with fellow grad students of color, share wisdom and resources, and have free dinner.

3pm – 4pm: Panel on balancing graduate work and life:

Hear grad students of color speak about how they stay active in campus and community politics, athletics, spirituality, religion, art and creativity while also moving through their programs.

4:15pm – 5:15pm: Resources fair:

Tabling by campus and community offices and orgs that support grad students of color in all kinds of ways.

5:30pm – 7:00pm: Free dinner

...and a chance to mingle and connect with others!

10•23•15 – Grad Students of Color Study Hall, 1-6pm

Prepare for productivity with other students of color, hot coffee and free food! All Study Halls will be held in MLK, assuming it opens as planned in September. If MLK is not ready on time, Study Halls will be held in HDS – Unit 1 – Christian – L13 until MLK is available. Join the GMSP listserv to receive the latest updates on location.

11•13•15 – Grad Students of Color Study Hall, 1-6pm

12•11•15 – Grad Students of Color Finals Study Hall, 9-6pm

1•25•16 – Grad Students of Color Spring Semester Kickoff, 3-6pm, Anna Head

Ease back into the school year with good music, free food, and a chance to connect with other grad students of color!

2•12•16 – Grad Students of Color Study Hall, 1-6pm

5•6•15 – Grad Students of Color Finals Study Hall, 9-6pm

Email gmsp-ga@berkeley.edu to be added to our listserv.

Visit Kristen, GMSP Director, in office hours Mondays 4:30-5:30pm, Anthony Hall.

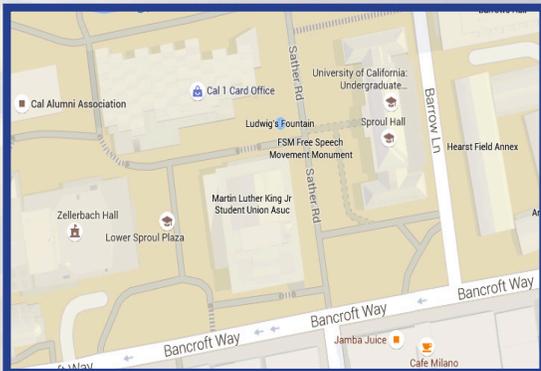
GMSP is a project of the Graduate Assembly.

UC BERKELEY GRADUATE ASSEMBLY
GRADUATE SOCIAL CLUB *Cal*

invites you to the annual

Welcome Back Party!

All graduate students welcome (+1 guest)



Friday, September 11th
6:30 - 10:30pm
Pauley Ballroom
MLK Student Center

CAL Grad ID & proof of 21+ age required.

Enjoy **FREE** pizza and
alcoholic / nonalcoholic
drinks!



Music by
DJ Adi!

For more information about this & other events:
facebook.com/groups/UCB.GraduateSocialClub or gsc.berkeley.edu



UAW 2865: UC Academic Student Employees



UAW 2865 represents over 14,000 Academic Student Employees - Graduate Student Instructors, Teaching Assistants, Readers, and Tutors - at the nine teaching campuses of the University of California. Our union was formed in 1999, after years of organizing. Our last bargaining agreement, or contract, was negotiated in 2014, and we won a 17% wage increase over the life of the contract and made significant gains in extending other benefits and rights to student-workers.

Common Questions

★ Who can join the union?

All graduate students, including international students, are eligible to join the union, even if you've not yet been a TA/GSI, Reader, or Tutor. Undergraduate Tutors and TAs can join too. Contact us for a membership card.

★ What does our union do?

- (1) Protect workers' rights.** Our union negotiates our contract with the university and ensures workers' rights are protected on the job. If you have a concern, question, or problem about your work as a GSI/TA, Reader, or Tutor, please contact one of the union stewards immediately so we can help.
- (2) Defend public education.** The 2011-12 statewide budget cut \$650 million from the UC. Tuition at the UC has more than tripled since 2001. As students and workers, we are fighting to defend public education.
- (3) Build community.** Our union is a space for students from different departments and campuses to come together around issues we all face as students, teachers, and researchers. We host social events and have regular membership and committee meetings.
- (4) Build solidarity.** We work in solidarity with other unions, student groups, and community organizations around issues of common concern.

★ What's our current contract like?

Our contract guarantees student workers the following: an appointment notification letter, which states the dates you are expected to work, how many hours, and what your pay and benefits are; pay for all duties related to your appointment, including reading course material, attending lecture, preparing for discussion, answering student e-mails, etc; childcare cost reimbursement of \$1350 per semester for all ASEs working at least 25% time with children through 12 years old; 100% coverage by the university of our in-state tuition and registration fees; full healthcare fee remission without caps for all ASEs working at least 25% time; medical, family, and other kinds of leave; and protections against sexual harassment and discrimination.

We also won the right to work with the University on issues of class size and undocumented students' rights to teaching and research access. Finally, in our 2014 contract, we won historic provisions for trans/genderqueer students' access to gender neutral washrooms and student mothers' access to lactation facilities.

★ So what do we have planned for the upcoming year?

Through organizing in support of our still-new contract, we aim to improve public education at UC for all and to make our university more democratic, fair, and affordable. In addition to continuing to pressure the university on issues of class size, undocumented students' rights, and safe and healthy facilities for trans/genderqueer students and student mothers, we are defending graduate students' access to healthcare for their dependents, which Berkeley SHIP just dropped this spring; working to support the broader Movement for Black Lives; and working with statewide coalitions to stop budget cuts and defend public education. We recently sent an open letter to the AFL-CIO calling upon them to disaffiliate from the International Union of Police Associations, due to the pattern of police unions protecting officers accused of brutality, and through our efforts on the healthcare issue, we have successfully pressured the university to create a Transition Assistance Fund to help families pay the difference between their dependent premiums through SHIP and the new premiums they will pay through other insurance programs.

Our work on these, and other issues, continues. If any of this sounds interesting to you, we'd love to see you there making it happen and adding your voice. And if you'd like the union to become involved in other initiatives, you can propose them at our monthly membership meetings.

★ What if I'm a GSR?

UAW 2865 is working on organizing GSRs. Currently GSRs are legally denied the right to collective bargaining. We are fighting for this right because we want to have a say in what our own work looks like. Many of us move back and forth between working as GSRs and working as TAs; we experience the absurd situation of being a part of a union that only represents us half our work lives. The concerns of GSRs are not the same as TAs or PIs and it's vital that these concerns be addressed!

★ How do I get involved?

Become a union member

By becoming a member, you will have voice and a vote in all union affairs, and you can help set the priorities of this organization. Becoming a member also adds to our *collective* strength as a union at the UC. When you become a member, you pay union dues, but all non-members also pay a "fair share" fee, only marginally less than union dues, for the benefits of the contract.

Attend a monthly membership meeting

Each campus has monthly meetings to which all members are invited. These meetings help direct the union's agenda and provide opportunities for members to connect on issues of shared interest. Members receive email notification of meetings, which can also be found at

<http://berkeleyuaw2865.wordpress.com/>

More information: For more information, please visit the website for the statewide union - <http://www.uaw2865.org> - or the website for our Berkeley unit - <http://berkeleyuaw2865.wordpress.com>

